

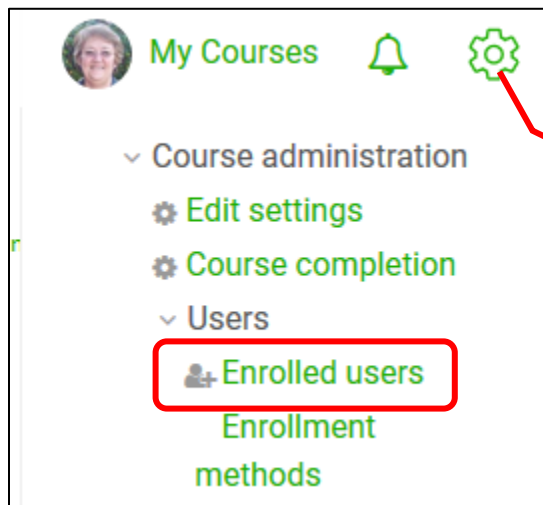
Check Attendance

You must post official attendance reports in your Faculty Portal at least once a week for each online course you teach. (*In your syllabus you designated a certain day of the week you would post attendance.*) Students can see their attendance report you post from their Student Portal. [This link](#) explains how to post attendance in the Faculty Portal.

Below is an explanation about how to determine who is absent before, on, and after the **census date**. (*The census date for each term is identified on the school academic calendar*)

- **Before the census date** the registrar generally emails instructors asking for a list of students who are not attending class. Look in your course for any students who have not logged into your course yet to determine who to list as “absent.” You need to also mark those students as “absent” in the Faculty Portal at least once a week before the census date (of a full term).
- **On the census date**, you need to identify “absent” students in the Faculty Portal based on whether they submitted the Syllabus Agreement EVA activity in your course.
- **After the census date**, identify “absent” students in the Faculty Portal each week based on whether they completed the weekly activity/activities you designated in your official course schedule to be used for “attendance.” Post attendance on the day of the week you designated in your syllabus.

Before the census date – see who has not logged in



Click the Admin gear icon and select “Enrolled users” from the drop-down menu that appears.

You should have already checked the official Class Roster in your Faculty Portal in case some students already dropped the course. If they have, then you should “suspend them” from the Enrolled users list.

	Makenna Reynolds reynolds.m1@bulldogsmail.com	15 hours 39 mins	Student		Manual enrollments enrolled Monday, January 8, 2018, 7:29 PM		
	Camrynn Richardson richardson.c@bulldogsmail.com	Never	Student		Manual enrollments enrolled Monday, January 15, 2018, 12:29 PM		
	Margaret Smith smith.m.r12@bulldogsmail.com	16 hours 5 mins	Student		Manual enrollments enrolled Monday, January 8, 2018, 7:29 PM		

The student list shows when each student last logged into your course. Those who have never logged in should be reported to the registrar as well as marked “absent” in the Faculty Portal.

To suspend students who are no longer on the official class roster in the Faculty Portal, click the Edit enrollment icon and change their Status to “Suspended.”

By doing this, they cannot log into the course and their names will not appear in the gradebook.

On the census date – see who submitted the Syllabus Agreement EVA activity

Open the Gradebook from the Course Dashboard.

Locate the activity called “Syllabus Agreement EVA” to see who has not submitted it.

Note: If you cannot find it in the normal grade report screen, try clicking on the **Single view** tab and looking for it there.

After the census date – submit weekly attendance based on who completed the attendance activity/activities you identified in your course schedule in your syllabus.